

Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

Registry of Educational Personnel (REP)

Meta Data

Fall 2003 Submission

Contact: (517) 335-0505
e-mail: Help-Desk@michigan.gov



Information Regarding the Fall 2003 REP Submission

Please note the following:

- Changes that have been made to the REP Meta Data since the previous submission, are noted in Arial font, with a dashed underline.
- **Field 10: Assignment Data**
 - Because of changes in the Career/Tech Education Assignment codes, this section of Field 10 has been updated with all of the CTE changes. The old section will appear in an appendix in the back of the REP Manual. Questions concerning these changes should be addressed to Terri Giannola in the office of Career and Technical Education at GiannolaT@michigan.gov.
 - Because of updates in the Accounting Function Codes, this section of Field 10 has been updated to reflect the changes made to the 2002-03 accounting codes utilized. Questions concerning these changes should be addressed to Glenda Rader at the Michigan Department of Education at RaderG@michigan.gov.
 - Three assignment codes have been eliminated because of duplication: 000NB; 000NE; 000NM.
 - One assignment code (74) has been added to the administrative codes so that districts can now report their Title IX Gender Equity Coordinator as required by 34 C. F. R., Part 106.8.
 - Programming edits:
 - School numbers must now match those listed in the School Code Master.
 - Only those accounting function codes listed in Field 10 may be submitted by the districts.
 - Only those assignment codes listed in Field 10 may be submitted by the districts.
 - In response to the federal legislation, No Child Left Behind Act of 2001, the Department of Education must report the number of teachers deemed to be highly qualified as defined by the State Board of Education.
 - The field will now be nine repetitions rather than 10.
 - New elements will be added for the June 30 submission in Field #10.
 - Information concerning these new elements will be distributed to districts as soon as it is available from the Department of Education.
 - New elements will be reported with zeros for Fall 2003.
- **Fields 20-23: Reserved**
 - Beginning with the Fall 2003 Submission, Fields 20-23 will be reserved fields for future use.
- **Field 24: Hours of Professional Development**
 - This field has been modified from nine categories to five categories for reporting purposes. The June 2003 Field 24 field description has been provided in the Appendix of this manual for reference purposes.
 - The remaining four categories will be reserved for future use and will be reported with zeros.
 - Updated information has been provided by the Office of Professional Preparation Services to further explain the requirements of this field.
 - Questions concerning these changes should be addressed to Cheryl Poole in the Office of Professional Preparation Services at PooleC@michigan.gov.
 - Blanks will produce a fatal error.

- **Field 29: Michigan Sponsoring Institution & Field 30: Non-Michigan Sponsoring Institution**

- Districts are now required to report either Field 29 **or** Field 30 for assignment codes 00000 through 79999 (teachers and administrators).
- Blanks in both fields will produce a fatal error.

For assistance with your data submission, please contact the DIT Education Help-Desk at 517-335-0505 or Help-Desk@Michigan.gov.

Index of Edits – Fall 2003 REP Meta Data

(For your convenience, a list of the page numbers in the Fall Meta Data that contain edits, marked by ~~striketrough~~ [no longer in effect] or underlined Arial font [new requirement], appear below.)

Pages with edits/changes

| | |
|----------|--|
| Field 1 | 5 |
| Field 4 | 8 |
| Field 5 | 9 |
| Field 6 | 10 |
| Field 7 | 11 |
| Field 8 | 12 |
| Field 9 | 14 |
| Field 10 | 15, 18, 19, 22, 23, 26, 27, 28, 29, 30 |
| Field 12 | 33 |
| Field 13 | 34 |
| Field 14 | 35 |
| Field 15 | 37 |
| Field 16 | 38 |
| Field 17 | 39 |
| Field 20 | 43 |
| Field 21 | 43 |
| Field 22 | 44 |
| Field 23 | 44 |
| Field 24 | 46, 47, 48, 49, 50, -- This field changed from nine to five categories. Read carefully. |
| Field 25 | 51, 52 |
| Field 26 | 53 |
| Field 27 | 54 |
| Field 28 | 55 |
| Field 29 | 56 -- New Field |
| Field 30 | 57 -- New Field |
| Appendix | 59, 60 -- Lists old CTE Codes from 2002-2003 school year for reference purposes only. |

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Field 1: Date of Count

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 001-010, date

Warehouse name: MonthOfCount

SIF Tag: <>

Code/format: month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

| | | | |
|----|----------|----|-----------|
| 01 | January | 07 | July |
| 02 | February | 08 | August |
| 03 | March | 09 | September |
| 04 | April | 10 | October |
| 05 | May | 11 | November |
| 06 | June | 12 | December |

Definition: The official dates in the online application are December 12 and June 30 for the 2003-2004 school year.

Programming edits: For districts using commercial personnel management systems, use the above dates in this field in your application. If field is left blank or not a valid date the current official submission date, a fatal error will be reported.

Field 2: Operating ISD/ESA Number

Submission date: Second Friday in December and June 30

Field specifications: Two-character, right justified, zero fill

Record position/type: 011-012, character

Warehouse name: OperatingISD/ESA

SIF Tag: <>

Code/format: This is a two-position field (NN).

| | | | |
|----|-----------------------------------|----|-------------------------|
| 03 | Allegan ISD | 44 | Lapeer ISD |
| 04 | Alpena-Montmorency-Alcona ESD | 46 | Lenawee ISD |
| 08 | Barry ISD | 47 | Livingston ESA |
| 09 | Bay-Arenac ISD | 50 | Macomb ISD |
| 11 | Berrien ISD | 51 | Manistee ISD |
| 12 | Branch ISD | 52 | Marquette-Alger ISD |
| 13 | Calhoun ISD | 53 | Mason-Lake ISD |
| 14 | Lewis Cass ISD | 54 | Mecosta-Osceola ISD |
| 15 | Charlevoix-Emmet ISD | 55 | Menominee ISD |
| 16 | Cheboygan-Otsego-Presque Isle ISD | 56 | Midland County ESA |
| 17 | Eastern Upper Peninsula ISD | 58 | Monroe ISD |
| 18 | Clare-Gladwin ISD | 59 | Montcalm Area ISD |
| 19 | Clinton County RESA | 61 | Muskegon Area ISD |
| 21 | Delta-Schoolcraft ISD | 62 | Newaygo ISD |
| 22 | Dickinson-Iron ISD | 63 | Oakland ISD |
| 23 | Eaton ISD | 64 | Oceana ISD |
| 25 | Genesee ISD | 70 | Ottawa ISD |
| 27 | Gogebic-Ontonogan ISD | 72 | COOR ISD |
| 28 | Traverse Bay Area ISD | 73 | Saginaw ISD |
| 29 | Gratiot-Isabella RESD | 74 | St. Clair ISD |
| 30 | Hillsdale ISD | 75 | St. Joseph ISD |
| 31 | Copper Country ISD | 76 | Sanilac ISD |
| 32 | Huron ISD | 78 | Shiawassee Regional ESD |
| 33 | Ingham ISD | 79 | Tuscola ISD |
| 34 | Ionia ISD | 80 | Van Buren ISD |
| 35 | Iosco ISD | 81 | Washtenaw ISD |
| 38 | Jackson ISD | 82 | Wayne RESA |
| 39 | Kalamazoo Valley RESA | 83 | Wexford-Missaukee ISD |
| 41 | Kent County ISD | | |

Definition: These codes are the state assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff person is employed. *For example:* St Joseph ISD would be 75. This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: When the ISD code is invalid or blank, a fatal error will be reported. The individual that uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file or a fatal error will be reported.

Field 3: Operating District Number

Submission date: Second Friday in December and June 30

Field specifications: Five-character, right justified, zero fill

Record position/type: 013-017, character

Warehouse name: OperatingDistrict

SIF Tag: <>

Code/format: This is a five-position field (NNNNN).

Definition: These codes are the state assigned LEA, PSA or ISD numbers. Use the LEA, PSA, or ISD number of the district where the staff person is employed.

The School Code Master (SCM) numbers have always been 5-digit. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers (e.g., 01234) for your district. To validate or request a School Code Master number, contact CEPI@Michigan.gov.

This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: When the LEA or ISD code is invalid or blank, a fatal error will be reported. The individual that uploads a file must be the authorized user for the LEA or ISD number that is submitted in the uploaded file or a fatal error will be reported.

Field 4: Last Name

Submission date: Second Friday in December and June 30

Field specifications: 40-character, left justified

Record position/type: 018-057, alpha

Warehouse name: LastName

SIF Tag: <Name/LastName>

Code/format: This is a 40-position field
(Jones).

If the last name is longer than 40 letters, place the first 40 letters of the last name in this field and truncate the remaining characters. If the last name is less than 40 letters, place the entire last name in this field padded with blanks.

Definition: This is the staff person's last name. In order to account for all positions in the district, report all staff that fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff names. For these departments, enter staff as a vacant position (below).

Vacant positions: In order to track funded but vacant positions or for positions created since the previous school year and not yet filled:

The **last** name should say VACANT.

This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: If field is left blank, a fatal error will be reported. If Field #12 has a value of 1, Field #4 must be reported as VACANT or a fatal error will be reported.

Field 5: First Name

Submission date: Second Friday in December and June 30

Field specifications: 40-character, left justified

Record position/type: 058-097, alpha

Warehouse name: FirstName

SIF Tag: <Name/FirstName>

Code/format: This is a 40-position field
(Sally).

If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field padded with blanks.

Definition: This is the employee's first name. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff that fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff names. For these departments, enter staff as a vacant position (below).

Vacant positions: In order to track funded but vacant positions or for positions created since the previous school year and not yet filled:

The **first** name should say FUNDED.

This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: If field is left blank, a fatal error will be reported. If Field #12 has a value of 1, Field #5 must be reported as FUNDED or a fatal error will be reported.

Field 6: Middle Name

| | |
|------------------------------|---|
| Submission date: | Second Friday in December and June 30 |
| Field specifications: | 40-character, left justified, blanks accepted |
| Record position/type: | 098-137, alpha |
| Warehouse name: | MiddleName |
| SIF Tag: | <Name/MiddleName> |
| Code/format: | This is a 40-position field (Alice). |

If the middle name is longer than 40 letters, place the first 40 letters of the middle name in this field and truncate the remaining characters. If the middle name is less than 40 letters, place the entire middle name in this field padded with blanks.

Definition: This is the employee's middle name. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff that fill positions that are temporarily vacant because of termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff names. For these departments, enter staff as a vacant position.

This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: Blanks accepted. If Field #12 has a value of 1 (Vacant, funded, open_position, no_one_assigned), Field #6 must be blank.

Field 7: Social Security Number

Submission date: Second Friday in December and June 30

Field specifications: Nine-character, blanks accepted

Record position/type: 138-146, integer

Warehouse name: SocialSecurityNumber

SIF Tag: <>

Code/format: This is a nine-position field (NNNNNNNNN).

Definition: This field provides for the official identification of each employee. For assignment codes 00000 and 00599, either this field or Field #8 must have a value. The Social Security number should be reported without hyphens or spaces, e.g., 333-22-4444 would be entered as 333224444.

This field must have a value if the position is vacant.

Vacant positions: In order to track funded but vacant positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit Public Schools (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

This field applies to assignment codes with numbers between 00000 and 00599.

Programming edits: If this field and the “Credential License Number” (Field #8) are blank for assignment codes with numbers between 00000 and 00599 (General Education, Special Education, Career/Tech Education), a fatal error will be reported. If Field #12 (Funded Position Status) has a value of 1 (Vacant, funded, open position, no one assigned) the first five digits of this field must be the District Number or a fatal error will be reported.

Field 8: Credential License Number

Submission date: Second Friday in December and June 30

Field specifications: 15-character, left justify, pad with blanks

Record position/type: 147-161, alphanumeric

Warehouse name: CredentialLicenseNumber

SIF Tag: <>

Code/format: This is a 15-position field.

Definition: For assignment codes 00000 and 00599, either this field or Field #7 must have a value. This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position. This field applies to assignment codes with numbers between 00000 and 00599.

The Office of Professional Preparation Services now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. Two methods are available for you to obtain the new credential numbers.

If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exists:

- For staff with pending credentials, Field #17 must be coded 02.
- For staff with assignment codes between 00310 and 00406 that are not required to hold a credential for the position, Field #17 ~~may must~~ be coded 00. ~~For staff with assignment codes between 00310 and 00406 that are required to hold a credential, report the appropriate credential type in Field #17. Field #17 should be reported with the appropriate credential type when a credential is required for the position.~~ If a staff member has a split FTE assignment where a credential is required for one assignment but not the other, the credential should be reported.
- For staff with life, permanent or continuing certificates without a credential number, Field #17 must be coded 01, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, or 55.

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain the credential numbers for permanent and continuing certificates.

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload all of your teachers. You will then be provided a list of all the credentials held by the individual. ~~and pick up the credential numbers in return.~~ Complete information about the CDX and submission requirements is available at the REP Web site located at <https://www.michigan.gov/cepi>.
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Verify Teacher Certification site located at http://meis.mde.state.mi.us/teachercert/sr_teaCerts.asp. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all the credentials held by the individual.

Programming edits: If this field and the “Social Security Number” (Field #7) are blank for assignment codes with numbers between 00000 and 00599, a fatal error will be reported.

Field 9: Date of Hire

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 162-171, date

Warehouse name: DateOfHire

SIF Tag: <>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

| | |
|-------------|--------------|
| 01 January | 07 July |
| 02 February | 08 August |
| 03 March | 09 September |
| 04 April | 10 October |
| 05 May | 11 November |
| 06 June | 12 December |

Definition: This field identifies the initial date of hire (date employed) for the staff person within the district. A change in position in the district does not change the initial hire date. For example, if a staff person terminates and is re-employed at a later date, a new hire date would be established for that individual, or if a substitute is hired to fill a teaching position, use the date the substitute teacher was hired into the district. For vacant, funded positions (vacancy created since the previous school year and not yet filled), leave this field blank. This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: If field is left blank or not a valid date, a fatal error will be reported, unless the "Funded Position Status" (Field #12) uses code 1 (i.e., vacant). The date of hire must be prior to the submission date or a fatal error will be reported.

Field 10: School Assignment by Grade, FTE, and Wage

| | |
|------------------------------|--|
| Submission date: | Second Friday in December and June 30 |
| Field specifications: | <u>50</u> , 45-character, repeated <u>nine</u> ten times |
| Record position/type: | 172-621, character |
| Warehouse name: | School Code, Position Code, GradeSetting, FTE, Wage, Staff Accounting Code, <u>Reserved for future use in EOY 2004</u> . |
| SIF Tag: | <> |
| Code/format: | This is a 450-position field formatted with <u>eleven</u> six codes that are repeated <u>nine</u> ten times: school (NNNNN), assignment (NNNAA or NNNNN), grade level (Boolean), FTE (N.NN), wage (NNN.NN), and function code (NNN), <u>reserved1 (N), reserved2 (N), reserved3 (N), reserved4 (N), and reserved5 (N)</u> . |

Definition: This field identifies the school where the staff person is employed by grade level, FTE, wage, and function. This field is repeated nine ~~ten~~ times with the employee's primary position (i.e., greatest FTE) reported in the first field. The codes used in each format are as follows.

This field applies to assignment codes with numbers between 00000 and 99999.

This field should ~~not~~ be submitted when codes 1-19 are reported in Field #25 Employment Status and when Field #26 Date of Termination of Employment is reported.

School: Five-digit code (NNNNN)

Definition: These codes are the state-assigned numbers in the School Code Master. *This field also provides the relational link to all the core data sets in the warehouse.* This is the school where the staff person is employed.

The School Code Master (SCM) numbers have always been five-digit. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers for all buildings that are four-digit numbers (e.g., 01234).

Any district-operated school or ancillary facility may receive a five-digit number. For requesting a School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to CEPI@Michigan.gov.

Schools: For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called the principal(s), who report to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K – 12 instruction.
- Students. A school has one or more students in grades K – 12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through

twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.

- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

Programs: Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K – 12 education.
- Students are referred by another public agency/school, and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K – 12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9 – 12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

Ancillary Facilities: There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., day care programs in hospitals, alternative education programs in a community center) or they may be noninstructional facilities (e.g., field houses, bus garages, etc.). Ancillary facilities may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K – 8, 9 – 12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K – 12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

Position Assignment: Five-digit code (NNNAA or NNNNN)

Definition: The following pages include the subject area codes that the teacher has been assigned to teach. In general education, the subject area assignments usually match the subject area endorsements that appear on the teaching certificate. It is important to select the subject area assignment code that most accurately identifies the subject area being taught by the individual teacher. The primary assignment should be listed first if multiple subject area assignments are being reported for one individual. For example, if a teacher's assignment is teaching English, the BA code would be used as 000BA. **Place the numerals '000' (zero) before each two-letter subject code. Do not use the letter 'o' for this purpose.**

In *special education assignments*, use the numeric codes found under the Special Education Assignments: Instructional Personnel Codes, Teacher Consultant Personnel Codes, Special Education Support Personnel Codes, or Additional Special Education Personnel. For example, if a teacher's assignment is in a Learning Disabled classroom, the Code would be 00150; a Teacher Consultant for Learning Disabled would be 00230; Director of Special Education would be 75261.

In *administrator assignments*, the primary position held by the individual administrator should be listed first if more than one assignment exists for the employee. For example, if an employee serves as assistant principal for the majority of the class day and teaches for a third of the day, you would be required to list the Assistant Principal position as the primary position and the teaching assignment in the next position.

In *Noncertified/Nonlicensed assignments for codes with numbers between 81500 and 99999*, select the assignment(s) that identifies the position held by the employee as accurately as possible. The school year 2002-2003 will be the first year of collection for these assigned positions. Please carefully consider the selections made for each employee in the district.

For substitute teachers, report all full-time substitute teachers who are filling a regular position. For example, if you have employed an individual under a full-year permit to fill a math position, you will report the individual as a regularly employed math teacher. In Field #17, you will report code 11, Permit, full-year. This same procedure should be followed for individuals employed under emergency (Field #17, code 12) and 1233B (Field #17, code 13) permits that have been employed to fill regular teaching positions. Be sure to use the correct code in Field #17 for each type of permit used.

For day-to-day substitutes, do not report day-to-day substitute teachers unless they are considered full-time positions (described above) and are under contract as a full-time employees of the district with a separate FTE, as reported in Field #17, code 14.

For Certified/Noncertified position, if you have an individual that is employed in a split position as a teacher for .8 FTE and a paraprofessional for .2 FTE, report the certified position as the primary assignment and the paraprofessional as the secondary.

For bus drivers, use the Administrative Building Code (00000) for bus drivers for this submission. In the future, bus garages will have separate building codes.

Fields #1-#5, #9-#10*(or #28), 13-17, and #25-#27 must be reported for all staff.

Assignment Codes reported for remaining fields as follows:

| Numeric Range of Assignment Codes | Social Security or Credential Number Field 7 or 8 | Funded Position Field 12 | Credential Type Field 17 | Credential Issued Date Field 18 | Credential Expiration Date Field 19 | Prof. Dev. Field 24 | Days or Hours Absent Fields 20-21 or 22-23 | Sponsoring Institutions Report Either Field 29 or Field 30 |
|-----------------------------------|---|--------------------------|--------------------------|---------------------------------|-------------------------------------|---------------------|---|---|
| 00000-00599 | yes | yes | yes | yes | yes | yes | no | yes |
| 70000-79999 | no | yes | yes | no | no | yes | no | yes |
| 80000-81400 | no | no | yes | no | no | no | no | no |
| 81500-99999 | no | no | yes | no | no | no | no | no |

***Beginning in Fall 2003, districts may report an hourly wage in Field #10 and an annual salary in Field #28. Both fields must have a value or a fatal error will be reported. If the hourly wage is reported in Field #10, the annual salary in Field #28 must have zeros. If the annual salary is reported in Field #28, Field #10 must have zeros. When there are salaries reported in both Fields #10 and #28, a fatal error will be reported.**

Assignments to General Education (NNNAA)

| | | |
|--|---|---|
| 000AX --Communication Arts | 000YC - Bilingual Greek | 000NC - Driver & Safety Education |
| 000BX --Language Arts | 000YD - Bilingual Latin | 000ND - Library Media |
| 000BA --English | 000YE - Bilingual Russian | 000NE - Elementary Grades; |
| 000BC --Journalism | 000YF-- Bilingual Spanish | ----- K-8 All Subjects |
| 000BD --Speech | 000YH - Bilingual Italian | 000NJ -- Environmental Studies |
| 000BR --Reading Specialist | 000YI -- Bilingual Polish | 000NM - Jr. High Grades |
| 000BT --Reading | 000YJ -- Bilingual Hebrew | 000NR - Computer Science |
| | 000YK - Bilingual Arabic | 000NS-- English as a Second Language |
| | 000YL - Bilingual Other | 000NT-- Counselor |
| | 000YM- Bilingual Vietnamese | 000NU - Occupational/Physical Therapy |
| 000CX --Social Science | 000YN - Bilingual Korean | 000NV - Media Specialist |
| 000CA --Economics | 000YO - Bilingual Yugoslavian | 000NX - Other (e.g., Alternative Education) |
| 000CB --Geography | 000YP-- Bilingual Chaldean | 000NY - School Nurse |
| 000CC --History | 000YR - Bilingual Chinese | 000NZ-- Sex Education |
| 000CD --Political Science | 000YS-- Bilingual Filipino | |
| 000CE --Psychology | 000YT - Bilingual Japanese | |
| 000CF---Sociology | | |
| 000CH --Anthropology | 000GX - Business Education | |
| 000CL --Cultural Studies | 000GA - Accounting | |
| 000CM--Behavioral Studies | 000GH - Business Admin | |
| | 000GI -- Secretarial Science | |
| 000DX --Science | 000GM- Distributive Education | |
| 000DA --Biology | | |
| 000DC --Chemistry | 000HX - Agricultural Education | |
| 000DE --Physics | | |
| 000DH--Geology-Earth Science | 000IX -- Industrial Technology | |
| 000DO --Astronomy | | |
| | 000JX -- Music Education | |
| 000EX --Mathematics | | |
| | 000KH - Home Economics | |
| Foreign Language | 000LX - Art Education | |
| 000FA --French | | |
| 000FB---German | 000MX- Health, Phys Ed and Recreation | |
| 000FC---Greek | 000MA- Health | |
| 000FD --Latin | 000MB- Physical Education | |
| 000FE---Russian | 000MD- Recreation | |
| 000FF ---Spanish | 000MH- Dance | |
| 000FG --Other | | |
| 000FH --Italian | | |
| 000FI----Polish | | |
| 000FJ ---Hebrew | | |
| 000FL ---Japanese Language and Culture | | |
| | | |
| Bilingual Education | Miscellaneous | Special Education |
| 000YA --Bilingual French | 000NB - National Board Certified | Use number codes |
| 000YB --Bilingual German | | |
| | | Vocational Education |
| | | Use number codes |

Assignments to Special Education (NNNNN)

Instructional Personnel Codes:

- 00110 Educable Mentally Impaired (SA)
- 00120 Trainable Mentally Impaired (SA)
- 00130 Severely Mentally Impaired (SA)
- 00140 Emotionally Impaired (SE)
- 00150 Learning Disabled (SM)
- 00160 Hearing Impaired (SL)
- 00170 Visually Impaired (SK)
- 00180 Physically or Otherwise Health Impaired (SC)
- 00190 Severely Multiply Impaired (SA, SL, SK, and SC)
- 00191 Preprimary Impaired
- 00192 Speech/Language Impaired (SB)
- 00193 Autistic Impaired (SV)
- 00194 Resource Room

Teacher Consultant Personnel Codes:

- 00200 Teacher Consultant: Autistic Impaired
- 00210 Teacher Consultant: Mentally Impaired (SU)
- 00220 Teacher Consultant: Emotionally Impaired
- 00230 Teacher Consultant: Learning Disabled
- 00240 Teacher Consultant: Hearing Impaired
- 00250 Teacher Consultant: Visually Impaired
- 00260 Teacher Consultant: Physically or Otherwise Health Impaired (SI)
- 00270 Preprimary Home Program/Ancillary Service Staff
- 00280 Homebound/Hospitalized
- 00290 Teacher of Speech/Language Impaired Non-Classroom Program
- 00291 Physical Education for the Handicapped

Special Education Support Personnel Codes:

- 00310 School Social Work (including non-special education)
- 00320 School Psychologist (SG)
 - Director of Special Education (see administration assignment section)
 - Supervisor of Special Education (see administration assignment section)
- 00350 Curriculum Resource Consultant
- 00360 Occupational Therapist
- 00370 Physical Therapist

Additional Special Education Personnel Codes:

- 00380 Misc. Other Professional Personnel
- 00381 Audiologist
- 00383 Registered Music Therapist
- 00384 Registered Nurse
- 00385 Orientation and Mobility Specialist
- 00386 Registered Recreational Therapist
- 00387 Work Study Coordinator
- 00388 Physician
- 00389 Registered Art Therapist
- 00390 Occupational Therapist Assistant
- 00391 Physical Therapist Assistant
- 00392 Orientation and Mobility Assistant
- 00403 Instructional Aide (including health care aides), as defined in IEP plan
- 00406 Interpreter for the Deaf

Assignments to Career/Tech Education (NNNN) 00500-00600**Agriculture (VA):**

| | | |
|-------|---|-----------|
| 00500 | Agricultural Mechanics and Equipment/Machinery Technology | (02.0205) |
| 00501 | Agriculture, Agricultural Operations and Related Sciences | (01.0000) |
| 00502 | Natural Resources and Conservation | (03.0000) |

Marketing Education (VD):

| | | |
|-------|------------------------------|-----------|
| 00510 | Marketing Sales and Services | (52.1999) |
|-------|------------------------------|-----------|

Family and Consumer Sciences (formerly Home Economics) (VH):

| | | |
|-------|--|-----------|
| 00520 | Family and Consumer Sciences | (19.0000) |
| 00521 | Child & Custodial Care Services (w/occupational endorsement) | (19.0700) |
| 00523 | Personal and Culinary Services (w/occupational endorsement) | (12.9999) |
| 00524 | Education General | (13.0000) |

Trade and Industrial Education (VT):

| | | |
|-------|---|-----------|
| 00530 | Radio & Television Broadcasting Technology | (10.0202) |
| 00531 | Cosmetology | (12.0400) |
| 00532 | Plastics Engineering Technology/Technician | (15.0607) |
| 00533 | Industrial Production Technology/Technicians | (15.0612) |
| 00534 | Home Furnishings Equipment Installers and Consultants | (19.0605) |
| 00536 | Custodial, Housekeeping and Home Services | (19.0699) |
| 00538 | Public Safety/Protective Services | (43.0100) |
| 00539 | Electrical & Power Transmission Installation | (46.0301) |
| 00540 | Construction Trades | (46.0000) |
| 00541 | Building Maintenance | (46.0401) |
| 00542 | Electrical/Electronics Equipment Installation and Repair | (47.0101) |
| 00543 | Appliance Installation and Repair Technology | (47.0106) |
| 00544 | Electro-Mechanical Technology | (15.0403) |
| 00545 | Heating, Air Conditioning, Ventilation, and Refrigeration | (47.0201) |
| 00546 | Industrial Equipment Maintenance & Repair | (47.0399) |
| 00549 | Collision Repair | (47.0603) |
| 00550 | Automobile Technician | (47.0604) |
| 00551 | Medium and Heavy Truck Technology | (47.0613) |
| 00552 | Small Engine & Related Equipment Repair | (47.0606) |
| 00553 | Airframe Technology | (47.0607) |
| 00554 | Power Plant Technology (Aircraft) | (47.0608) |
| 00560 | Drafting and Design Technology | (15.1301) |
| 00562 | Graphics Communications | (10.0301) |
| 00563 | Visual Communications Technology | (50.0401) |
| 00564 | Machine Tool Operation/Machine Shop | (48.0501) |
| 00566 | Welding, Brazing, and Soldering | (48.0508) |
| 00567 | Woodworking General | (48.0701) |
| 00568 | Precision Production Trades General | (48.0000) |
| 00569 | Aeronautics/Aviation/Aerospace Science and Technology | (49.0101) |
| 00570 | Marine Maintenance | (47.0616) |
| 00571 | Visual and Performing Arts | (50.0101) |

Health (VT):

| | | |
|-------|-----------------|-----------|
| 00580 | Health Sciences | (51.0000) |
|-------|-----------------|-----------|

Business Ed (VB):

| | | |
|-------|---|-----------|
| 00591 | Information Technology | (11.1000) |
| 00593 | Finance and Financial Management Services | (52.0800) |
| 00594 | Business Administration Management and Operations | (52.0299) |

CTE Codes

Several changes were made to the CTE codes for 2003-2004. For reference to the 2002-2003 codes refer to the Appendix at the back of this manual.

Assignments to Administration (NNNNN)

Title: (NN

- 70 Superintendent
- 71 Assistant Superintendent
- 72 Administrator
- 73 Principal
- 74 Assistant Principal
- 75 Director
- 76 Supervisor
- 77 Coordinator
- 78 Consultant
- 79 Assistant Director

Level: N

- 1 ISD
- 2 District
- 3 School
- 4 Program
- 5 Regional

Function: NN)

- 00 Chief Administrative Officer for District/ISD
- 01 School Management (e.g., administrator, principals, and others in management roles)
- 10 Adult, Continuing, and Community Education
- 11 Athletics
- 12 Behavioral/Classroom Management
- 13 Bilingual/LEP Education
- 14 Budget/Accounting
- 15 Business/Finance
- 16 Career and Technical Education
- 17 Communications and Media
- 18 Curriculum and Instruction
- 30 Day Care/Pre-School/Early Childhood
- 31 Family/Community Support
- 32 Food Service
- 33 Gifted and Talented

Assignments for Administrators are to be reported as a 5-digit number. You should select from each of the categories given. For example: A superintendent of a district would be as follows:

Title (NN) 70

Level (N) 2

Function (NN) 00

Report 70200 in the REP for a district superintendent.

- 34 Human Resources
- 40 Legal Affairs
- 41 Migrant Education
- 42 Plant/Facilities Maintenance
- 43 Professional Development
- 50 Recreation
- 51 REMC
- 52 Research and Evaluation
- 60 Security
- 61 Special Education
- 62 State/Federal Programs
- 63 Subject Area (e.g., Alternative Education, Department Chair)
- 70 Title I
- 71 Technology
- 72 Transportation
- 73 Transition
- 74 Title IX Gender Equity Coordinator
- 99 Other

Noncertified Assignment (NNNNN)

| | |
|------------------|--|
| 80000 | Aide/Paraprofessional |
| 80100 | Aide/Paraprofessional, Bilingual/LEP |
| 80200 | Aide/Paraprofessional, Career & Technical Education |
| 80300 | For future use |
| 80400 | Aide/Paraprofessional, Extracurricular Activity |
| 80500 | Aide/Paraprofessional, Gift and Talented |
| 80600 | Aide/Paraprofessional, Health Services |
| 80700 | Aide/Paraprofessional, Instructional (NOT including Special Education) |
| 80800 | Aide/Paraprofessional, Library Media |
| 80900 | Aide/Paraprofessional, Migrant |
| 81000 | Aide/Paraprofessional, Special Education, Mandated |
| 81100 | Aide/Paraprofessional, Special Education, Non-mandated |
| 81200 | Aide/Paraprofessional, Title I |
| 81300 | Aide/Paraprofessional, Early Childhood |
| | |
| 81500 | Accreditation Officer |
| 81600 | Analyst (Financial, Policy) |
| | |
| 82100 | Athletic Coach |
| 82200 | Athletic Trainer |
| 82300 | Attendance Officer |
| 82400 | Auditor |
| 82500 | Behavioral Management Specialist |
| | |
| 82700 | Bilingual/LEP Recruiter |
| 82800 | Bilingual/LEP Counselor |
| 82900 | Bilingual/LEP Support - Clerical |
| 83000 | Bilingual/LEP Support - Non-Clerical |
| | |
| 83200 | Bus Driver |
| 83300 | Bus Monitor (Aide, Assistant) |
| 83400 | Business Services (Accounting, Bookkeeping, Payroll) |
| | |
| 84000 | Clerk (Data Entry, File, General Office, Mail, Records) |
| 84100 | Communication & Media |
| 84200 | Computer Operator |
| 84300 | Computer Programmer |
| 84400 | Computer Technician |
| 84500 | Cook/Food Preparer |
| 84600 | Cook Manager |
| 84700 | Crossing Guard |
| 84800 | Curriculum Specialist |
| | |
| 85000 | Day Care |
| 85100 | Dietitian |
| 86000 | Food Service Worker |
| | |
| 86300 | Grant Developer |
| 86400 | Graphic Artist |
| | |
| 86500 | Health Services |

| | |
|-------|--|
| 86700 | Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility) |
| 86800 | Media Technologist |
| 87000 | Migrant Data Entry Technician |
| 87100 | Migrant Recruiter |
| 87200 | Migrant Counselor |
| 87300 | Migrant Support — Clerical |
| 87400 | Migrant Support — Non-Clerical |
| 88000 | Migrant Data Entry Technician - Summer Only |
| 88100 | Migrant Recruiter - Summer Only |
| 88200 | Migrant Counselor - Summer Only |
| 88300 | Migrant Support — Clerical - Summer Only |
| 88400 | Migrant Support — Non-Clerical - Summer Only |
| 90000 | Network Administrator |
| 90100 | Non-Instructional Personnel |
| 90200 | Non-Instructional Program Manager |
| 90400 | Ombudsperson |
| 90700 | Personnel Officer/Specialist |
| 90800 | Photographer |
| 90900 | Police Officer |
| 91000 | Printer |
| 91100 | Professional Non-Licensed Personnel |
| 91200 | Public Relations/Informational Services Officer |
| 91300 | Purchasing Agent |
| 92000 | Rehabilitation Counselor |
| 92100 | Receptionist |
| 92300 | Research and Development Specialist |
| 92400 | Secretary (Office/Clerical/Administrative Support) |
| 92500 | Secretary (Executive or Confidential) |
| 92600 | Security Guard |
| 92700 | Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator) |
| 92800 | Statistician |
| 92900 | Student Activity Advisor/Non-Athletic Coach |
| 93000 | Student Support Services |
| 94100 | Teaching Intern |
| 94200 | Technology Coordinator |
| 94300 | Technology/Computer Support |
| 95200 | Title I Recruiter |
| 95300 | Title I Counselor |
| 95400 | Title I Support - Clerical |
| 95500 | Title I Support - Non Clerical |
| 96000 | Transition Coordinator |
| 96100 | Transportation |
| 96200 | Tutor |
| 96300 | Volunteer Coordinator |
| 99900 | Other |

Current Grade Assignment: 22-digit code (Boolean)

If this staff person is working in the classroom, enter the grade level or educational setting assignment for the person employed by the district. When a position is vacant, use the grade level assignment for the vacant funded position when appropriate.

If the staff person is working in a specific grade level, report the grade level code whenever possible. If the staff person is working in an unspecified grade level classroom, use an educational setting code. For example, if a special education teacher works in an upper elementary resource room for grades 4, 5, and 6, enter 0000011100000000000000. If a teacher works in a self-contained Emotionally Impaired classroom with multiple grade levels, report the educational setting as Special Education and enter 0000000000000001000000.

If a teacher is conducting a ninth grade auto mechanics class, report grade nine. If a teacher is conducting a high school auto mechanics class, report the educational setting of Career and Technical Education 000000000000000001000.

For assignment codes with numbers between 00000 and 99999, report the grade level whenever possible or select the appropriate educational setting. For assignment codes with numbers between 81500 and 99999, report the grade level whenever possible or use the educational setting code 0000000000000000000001. Administrative or Support Staff (all levels). **For those districts using the online application, simply select the appropriate grade level or educational setting for each staff person. Do not submit both a grade level and an educational setting.**

Grade Level:

| | |
|------------------------|----------------|
| 1000000000000000000000 | Retention K |
| 0100000000000000000000 | Kindergarten |
| 0010000000000000000000 | First Grade |
| 0001000000000000000000 | Second Grade |
| 0000100000000000000000 | Third Grade |
| 0000010000000000000000 | Fourth Grade |
| 0000001000000000000000 | Fifth Grade |
| 0000000100000000000000 | Sixth Grade |
| 0000000010000000000000 | Seventh Grade |
| 0000000001000000000000 | Eighth Grade |
| 0000000000100000000000 | Ninth Grade |
| 0000000000010000000000 | Tenth Grade |
| 0000000000001000000000 | Eleventh Grade |
| 0000000000000100000000 | Twelfth Grade |

OR

Educational Setting:

| | |
|-----------------------|--|
| 000000000000010000000 | Alternative Education |
| 000000000000001000000 | Special Education |
| 000000000000000100000 | Adult Education |
| 000000000000000010000 | Early Childhood and Parenting Programs |
| 000000000000000001000 | Career/Tech Education |
| 000000000000000000100 | State Agency |
| 000000000000000000010 | Early On/Early Intervention (Part C of IDEA) |
| 000000000000000000001 | Administrative or Support Staff (all levels) |

FTE: Four-digit code (N.NN)

This is the full-time equivalency (FTE) of the staff person being employed in this district. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE reported should be determined based upon district policy and contracts within the district. This is an internal process based upon the local ISD's, district's, or PSA's structure.

Noncertified/Nonlicensed Assignment codes with numbers between 81500 and 99999 that are less than .5 FTE do not need to be reported. Day-to-day substitutes do not need to be reported.

When appropriate, use the FTE of the vacant position being sought. For example, if a teacher works full time, but works in two facilities, report each building separately using a 0.5 FTE for each. If a principal works 3/4 time as an administrator and 1/4 time teaching mathematics, the FTE would be reported as administrator 0.75 and teaching 0.25.

FTE greater than 1.0. It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district. For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a .25 FTE assignment, report each assignment/position separately by FTE.

Hourly Wage: Six-digit code (NNN.NN)

~~An hourly wage may be reported in Field #10 or an annual salary may be reported in Field #28. If the hourly wage is reported in Field #10, the annual salary in Field #28 must have zeros. If the annual salary is reported in Field #28, Field #10 must have zeros. When there are salaries reported in both Fields #10 and #28, a fatal error will be reported.~~

Beginning with the Fall 2003 Submission of the REP, the districts may submit both the hourly and annual salary. Both fields must have a value or a fatal error will be reported. If the annual salary is reported in this field, the hourly wage in Field #10 must have either the hourly wage or zeros or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field #12 uses code 1 for a vacant position, report zeros in both the hourly wage in Field #10 and Field #28 (Annual Salary) or a fatal error will be reported.

This is the hourly wage of the employee according to Schedule A. For example, if an employee earns \$25.85 per hour, report the earnings as 025.85. For vacant positions, report zeros as the wage. The payroll person in the district should determine the hourly wage based upon contractual agreements, hours per workday, and number of days per contractual school year.

For example: Jim Smith is a third-year math teacher in the high school with a salary of \$32,000, and Sally Jones is a 20-year fifth grade teacher with a salary of \$43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be: $32,000 / (7.5 * 183)$. In this example, Jim Smith would have an hourly wage of \$23.32, and Sally Jones would have an hourly wage of \$35.95 ($43,000 / (6.5 * 184) = 35.95$).

Accounting/Function Code: Three-digit code (NNN)

Enter the appropriate code as determined for accounting purposes for each position in a given school district. For example, all special education instructors should be reported as 122; school administrators such as principals and assistant principals should be reported as 241. The Michigan Public School



Accounting Manual can be located at www.state.mi.us/mde, under the keywords Michigan Public School Accounting Manual. (http://www.michigan.gov/documents/appendix_33974_7.pdf) The Michigan Public School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

Instructional Staff

Basic Programs

- 118 Preschool
- 111 Elementary School
- 112 Middle/Junior High School
- 113 High School
- 119 Summer School

Added Needs

- 122 Special Education
- 125 Compensatory Education
- 127 Career and Technical Education

Adult/Continuing Education

- ~~130 Adult/Continuing Education~~
- 131 Basic
- 132 Secondary
- 133 Secondary Vocational
- 135 Occupational Training or Upgrading Retraining
- 137 Enrichment Programs

Instructional Support Staff

Pupil Services

- 211 Truancy/Absenteeism Services
- 212 Guidance Services
- 213 Health Services
- 214 Psychological Services
- 215 Speech Pathology and Audiology Services
- 216 Social Work Services
- 217 Visual Aid Services
- 218 Teacher Consultant
- 219 Other Pupil Support Services

Instructional Staff Services

- 221 Improvement of Instruction
- 222 Educational Media Services
- 224 Educational Television
- 225 Computer-Assisted Instruction
- 226 Supervision and Direction of Instructional Staff
- 229 Other Instructional Staff Services

Noninstructional Support Staff

- ~~230 Support Services General Administration (including superintendent of schools, board of education services staff, deputies, associate and assistant superintendents, and other executive administrators)~~
- 231 Board of Directors
- 232 Executive Administration
- 233 Grant Writer/Grant Procurement
- ~~240 Support Services School Administration (including principals and assistant principals)~~
- 241 Office of the Principal
- 249 Other School Administration
- ~~250 Business Services~~
- 252 Fiscal Services
- 257 Internal Services

~~259 Other Business Services~~
~~260 Operations and Maintenance~~
~~261 Operating Building Services~~
~~266 Security Services~~
~~270 Pupil Transportation Services~~
~~271 Pupil Transportation Services~~
~~280 Support Services Central (including researchers, evaluators, information and personnel officers, and data processing staff)~~
~~281 Planning, Research, Development, and Evaluation~~
~~282 Communication Services~~
~~283 Staff/Personnel Services~~
~~284 Information Management Services~~
~~285 Pupil Accounting~~
~~289 Other Central Services~~
~~290 Support Services Other~~
~~293 Athletics~~
~~297 Food Service Staff~~
~~299 Other Support Services~~
~~300 Community Services~~
~~311 Community Services Direction~~
~~321 Community Recreation~~
~~331 Community Activities~~
~~341 Public Library~~
~~351 Custody and Care of Children~~
~~361 Welfare Activities~~
~~371 Non-Public School Pupils~~
~~391 Other Community Services~~

Reserved1: 1digit code (Boolean)

Definition: This code is a one-position Boolean character. For this submission, report a zero. This position is reserved for future use.

Reserved2: 1digit code (Boolean)

Definition: This code is a one-position Boolean character. For this submission, report a zero. This position is reserved for future use.

Reserved3: 1digit code (Boolean)

Definition: This code is a one-position Boolean character. For this submission, report a zero. This position is reserved for future use.

Reserved4: 1digit code (Boolean)

Definition: This code is a one-position Boolean character. For this submission, report a zero. This position is reserved for future use.

Reserved5: 1digit code (Boolean)

Definition: This code is a one-position Boolean character. For this submission, report a zero. This position is reserved for future use.

Programming edits:

Field #10 must be submitted when reporting the termination of an employee in Field #25 (Employment Status, codes 1 – 19) and Field #26 (Date of Termination). When reporting a Vacant Funded Position in Field #12, Field #10 must be reported; each section of position one must have a value.

The following programming edits are applicable when an assignment code is submitted:

Field 10 must be submitted or a fatal error will be reported.

School Assignment: When a building code is incorrect, blank, or not in the School Code Master, a fatal error will be reported. For staff submitted in a closed building, the close date of the building in the School Code Master cannot be prior to July 1 of the current submission year or a fatal error will be reported.

Position Assignment: When an assignment code is invalid (not included in the official list of assignment codes in Field #10) incorrect or blank, a fatal error will be reported. If a 4 or 5 is reported in Field #12 for assignment codes with numbers between 00000 and 00599, Code 11, 12, 13 or 53 or the appropriate credential type for a credentialed employee must be reported in Field #17. The assignment code must be a valid code as listed in the field descriptions in Field #10 or a fatal error will be reported.

Fields #1-#5, #9-#10, #16, #25 and #28 must be reported for all staff. Assignment Codes reported for remaining fields as follows:

If the assignment code is between 00000 and 00599, then Field #7 (Social Security) or Field #8 (Credential Number), Field #12 (Funded Position), Field #17 (Credential Type), Field #18 (Credential Issue Date), Field #19 (Credential Expiration Date - when required for credential type), Field #24 (Professional Development), and Field 29 (Michigan Sponsoring Institution) or Field 30 (Non-Michigan Sponsoring Institution) are required or a fatal error will be reported.

If the assignment code is between 70000 and 79999, then Field #12 (Funded Position), Field #17 (Credential Type), Field #24 (Professional Development), and Field 29 (Michigan Sponsoring Institution) or Field 30 (Non-Michigan Sponsoring Institution) are required or a fatal error will be reported.

If the assignment code is between 80000 and 99900, then Field #17 (Credential Type) must be zeros or a fatal error will be reported. Field 12 (Funded Position Status) must be left blank or a fatal error will be reported.

Grade Assignment: When the grade level and educational setting are incorrect or blank for an employee (assignment codes with numbers between 00000 and 99999), a fatal error will be reported. If both a grade level and an educational setting are reported, a fatal error will be reported.

FTE: If the FTE is left blank or is less than 0.00, a fatal error will be reported. If the FTE is greater than 2.0, a fatal error will be reported.

Wage: Beginning with the Fall 2003 Submission of the REP, the districts may submit both the hourly and annual salary. Both fields must have a value. If the hourly wage is reported in this field, the annual salary in Field #28 must have a value or a fatal error will be reported. either the annual salary or zeros or a fatal error will be reported. If the hourly wage is reported in Field #10 and the annual salary is reported in Field #28, a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99.

When Field #12 uses code 1 for a vacant position, report zeros in both the hourly wage in Field #10 and Field #28 (Annual Salary) or a fatal error will be reported.

Function Code: ~~If the function code is left blank, a fatal error will be reported.~~ When the accounting function code is invalid (not included in the official list of accounting function codes) or left blank a fatal error will be reported.

NOTE: This field must be reported if codes 1-19 are used in Field #25 (Employment Status) and a termination date is given in Field #26.

Reserved1: A fatal error is reported if this position does not contain a 0.

Reserved2: A fatal error is reported if this position does not contain a 0.

Reserved3: A fatal error is reported if this position does not contain a 0.

Reserved4: A fatal error is reported if this position does not contain a 0.

Reserved5: A fatal error is reported if this position does not contain a 0.

Field 11: Reserved Field

Submission date: Second Friday in December and June 30

Field specifications: Three-character

Record position/type: 622-624, numeric

Warehouse name:

SIF Tag: <>

Code/format: Pad with blanks.

Definition: This is reserved for future use.

Programming Edit: This field must be reported with blanks or a fatal error will be reported.

Field 12: Funded Position Status

| | |
|------------------------------|---|
| Submission date: | Second Friday in December and June 30 |
| Field specifications: | One-character, default code |
| Record position/type: | 625, integer |
| Warehouse name: | FundedPositionStatusCode |
| SIF Tag: | <> |
| Code/format: | This is a one-position field (N) with a default code. 1 Vacant, funded, open position, no one assigned 2 Vacant, funded, open position, outside contractor assigned 3 Funded, employee on loan or leave, no one assigned 4 Funded, employee on loan or leave, filled by temporary employee 5 Vacant, funded, open position, filled by temporary employee 6 Funded, employee on loan or leave, outside contractor assigned 9 Filled position, regular |
| Default Code: | 9 |

Definition: This field identifies the status of positions that are either filled by a permanent employee, approved substitutes, outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between 00000 and 79999.

- 1 *Vacant, funded, open position, no one assigned:* Position unfilled by a permanent employee at the time of report, and position is posted. No one is permanently assigned in this position. Position is filled by a day-to-day substitute.
- 2 *Vacant, funded, open position, outside contractor assigned:* Position is temporarily filled by an individual under contract.
- 3 *Funded, employee on loan or leave, no one assigned:* Permanent employee not currently performing position duties and no one is assigned to fill the position.
- 4 *Funded, employee on loan or leave, filled by temporary employee:* Permanent employee not currently performing position duties and position is filled by either a temporary employee for assignment codes with numbers between 70000 to 79999 or a full year, emergency, 1233b, annual authorization substitute (Field #17 code 11, 12, 13, or 53), or a certified teacher for assignment codes with numbers between 00000 to 00599.
- 5 *Vacant, funded, open position, filled by temporary employee:* Position unfilled by a permanent employee at the time of the report, and position is posted. The position is filled by either a temporary employee for assignment codes with numbers between 70000 to 79999 or a full year, emergency, 1233b, annual authorization substitute (Field #17 code 11, 12, 13, or 53), or a certified teacher for assignment codes with numbers between 00000 to 00599.
- 6 *Funded, employee on loan or leave, outside contractor assigned, position is temporarily filled by an individual under contract.*
- 9 *Filled position, regular:* Position is filled by permanently assigned employee.

For example:

- 1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use VACANT in the "Last Name" field.
- 2 Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in the Fields #4 and #5 and all other pertinent fields of data for the employee.
- 3 Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, FMLA leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in the Fields #4 and #5 as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave and 0.0 FTE.
- 4 Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.
Enter both staff: Update the information for the permanent employee and use zeros in the wage field if the employee is not being paid while on leave and 0.0 FTE. Enter the information for the temporary employee or substitute in the Fields #4 and #5 as well as all other pertinent fields, including wage and FTE.
- 5 Use "5" when a funded position has been posted and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in the Fields #4 and #5, and all other pertinent fields of data for the individual.
- 6 Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in Fields #4 and #5 and all other pertinent fields of data for the employee.

Programming edits: This field must have a value for assignment codes 00000-79999 or a fatal error will be reported. If 1 is reported in this field, Field #25 must use 00. If 2, 3, 4, 5 or 6 are reported in this field, Field #25 must use 99. For assignment codes 80000-99999, this field must be left blank or a fatal error will be reported.

Note: Vacant positions

After each end-of-year submission (June 30), vacant funded positions will be expired and will not be repopulated for the fall submission.

Field 13: Date of Birth

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 626-635, date

Warehouse name: DateOfBirth

SIF Tag: <BirthDate>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

| | |
|-------------|--------------|
| 01 January | 07 July |
| 02 February | 08 August |
| 03 March | 09 September |
| 04 April | 10 October |
| 05 May | 11 November |
| 06 June | 12 December |

Definition: This is the date of birth of the staff person employed in this district. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: If the date of birth is left blank, is out of range, or is not a valid date, a fatal error will be reported unless the “Funded Position Status” (Field #12) uses code 1 (i.e., vacant). If 1 is reported in Field #12, this field must be left blank.

The date of birth cannot be greater than 90 years prior to July 1 of the submission year. The date of birth cannot be earlier than 14 years from July 1 of the submission year.

NOTE: Corrections made to birthdates previously submitted to the REP must be completed by using the online Single Submission Application.

Field 14: Gender Code

| | |
|------------------------------|---|
| Submission date: | Second Friday in December and June 30 |
| Field specifications: | One-character |
| Record position/type: | 636, alpha |
| Warehouse name: | GenderCode |
| SIF Tag: | <Gender> |
| Code/format: | This is a one-position field (A). This field is not case sensitive. M Male F Female |

Definition: This is the gender of the staff person. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless the “Funded Position Status” (Field #12) uses code 1 (i.e., vacant). If a 1 is reported in Field #12, this field must be left blank or a fatal error will be reported.

Field 15: Racial/Ethnic Code

Submission date: Second Friday in December and June 30

Field specifications: Six-character

Record position/type: 637-642, character

Warehouse name: RacialEthnicCode

SIF Tag: <Ethnicity>

Code/format: Code/format: This is a unique six-position field using any combination of 0 through 6 in the proper position (NNNNNN). Because this is a multiple occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a 1 and the second choice is a 2, etc.

For example, a person whose primary racial/ethnic choice is Asian American would receive a code of 010000. If the same person were also White, they would receive the code of 010020. In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, would be coded 032001. If a person were of equal races, such as an American Indian and Hispanic, they would be reported as 100001. Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

Definition: First identify a racial group and then the ethnicity of the staff person. If the person is self-selecting, a multiple of the following codes with **primary and/or secondary choices must be reported**. For vacant positions created since the previous school year and not yet filled, leave this field blank.

- 100000 *American Indian or Alaska Native.* A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 010000 *Asian American.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 001000 *Black or African American.* A person having origins in any of the black racial groups of Africa.
- 000100 *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 000010 *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 000001 *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This field applies to assignment codes with numbers between 00000 and 99999. For a further explanation of race/ethnicity codes, go to: <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless the “Funded Position Status” (Field #12) uses code 1 (i.e., vacant). If a 1 is reported in Field #12, this field must be left blank or a fatal error will be reported. At least one of the six digits must be a 1 or a fatal error will be reported. Repetition of a 1 in all positions will result in a fatal error.

Field 16: Highest Educational Level

Submission date: Second Friday in December and June 30

Field specifications: Two-character

Record position/type: 643-644, character

Warehouse name: HighestDegreeCode

SIF Tag: <>

Code/format: This is a two-position field (NN).

- 00 None
- 01 High School Diploma or its equivalent
- 02 Associate's Degree
- 03 Bachelor's Degree
- 04 Master's Degree
- 05 Specialist's Degree
- 06 Doctoral Degree
- 07 Juris Doctorate
- 08 Medical Degree
- 09 Other License, Credential, or Professional Degree
- 10 Obtained Paraprofessional Quality Standard on State Academic Assessment

Definition: This is the highest degree earned by the staff person being employed. For vacant positions created since the previous school year and not yet filled, use code 00.

For example, if an employee holds a Doctoral Degree, use the number 06.

This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: This field must have a value. If the code is out of range or the field is left blank, a fatal error will be reported. If Field #12 (Funded Position Status) has a value of 1 (i.e. vacant), this field should be reported with code 00 (None).

Field 17: Type of Credential

Submission date: Second Friday in December and June 30

Field specifications: Two-character

Record position/type: 645-646, character

Warehouse name: CredentialType

SIF Tag: <>

Code/format: This is a two-position field (NN).

Definition: If the staff person has two certificates (for example, general education and vocational certificate), report the certificate type that matches his/her teaching assignment. For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.

If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code 02. If you have applied for a substitute permit, but it is not yet approved, use the pending code 02.

- 00 Credential not required (e.g., School Administrator, Technology Coordinator, etc.)
- 01 Life
- 02 Pending
- 03 Elementary Provisional
- 04 Elementary Professional
- 05 Elementary Permanent
- 06 Secondary Provisional
- 07 Secondary Professional
- 08 Secondary Permanent
- 09 Two-Year Provisional Certificate
- 11 Permit, full year
- 12 Permit, emergency
- 13 Permit, Section 1233b
- 14 Permit, 150 day (day-to-day substitute)
- 15 Temporary Teacher Employment Authorization (1 year)
- 16 Temporary School Counselor Authorization
- 17 Preliminary School Counselor Guidance Authorization
- 18 School Guidance Counselor License
- 21 Dual, provisional
- 22 Dual, professional
- 23 Dual, 18 hour continuing
- 24 Dual, 30 hour continuing
- 25 Dual, permanent
- 26 Dual, life
- 40 Elementary Continuing (30 hour)
- 41 Secondary Continuing (30 hour)
- 42 Elementary Continuing (18 hour)
- 43 Secondary Continuing (18 hour)

- 50 School Nurse Certificate (Interim)
- 51 School Nurse Certificate (Standard)
- 52 School Nurse Certificate (Professional)
- 53 Vocational Annual Authorization
- 54 Vocational Temporary Authorization
- 55 Vocational Full Authorization
- ~~60 Administrator Certificate~~
- 61 School Psychologist Certificate
- 62 Preliminary School Psychologist Certificate
- 63 Occupational Education
- 70 Special Education, Approval
- 71 Special Education, Emergency Approval
- 72 Certificate of Clinical Competence, Approval

This field applies to all staff (e.g., assignment codes with numbers between 00000 and 99999).

Programming edits: This field must have a value. If an invalid code is used or this field is left blank for assignment codes with numbers between 00000 and 99999, a fatal error will be reported. For staff with assignment codes between 00310 and 00406 that are not required to hold a credential for the position, Field #17 must be coded 00. Field #17 should be reported with the appropriate credential type when a credential is required for the position.

For assignment codes with numbers between 00000 and 00599 (with the exception of codes 00310 through 00406), Code 00 (Credential Not Required) cannot be reported unless Code 1 (i.e., vacant) is reported in Field #12, then use 00 in this field.

Field 18: Date Credential Issued

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 647-656, date

Warehouse name: DateCredentialIssued

SIF Tag: <>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

| | |
|-------------|--------------|
| 01 January | 07 July |
| 02 February | 08 August |
| 03 March | 09 September |
| 04 April | 10 October |
| 05 May | 11 November |
| 06 June | 12 December |

Definition: This is the date that the staff person's credential, permit, approval, or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes with numbers between 00000 and 00599.

Programming edits: If the field is left blank for assignment codes with numbers between 00000 and 00599, a fatal error will be reported, unless the "Funded Position Status" (Field #12) uses code 1 (i.e., vacant), or when "Type of Credential" (Field #17) uses code 00 or 02.

The issue date must be after the date of birth and cannot be after the submission date.

Field 19: Date of Expiration of Credential

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 657-666, date

Warehouse name: DateCredentialExpires

SIF Tag: <>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

| | |
|-------------|--------------|
| 01 January | 07 July |
| 02 February | 08 August |
| 03 March | 09 September |
| 04 April | 10 October |
| 05 May | 11 November |
| 06 June | 12 December |

Definition: This is the expiration date on the staff person's certificate. Most certificate types (Field #17) must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: 00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70, and 72. For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes with numbers between 00000 and 00599.

Programming edits: Expiration date must be reported for all certificates, approvals, permits except types 00, 01, 02, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, 52, 55, 70, and 72. If an expiration date is not given for those required, a fatal error will be reported, unless the "Funded Position Status" (Field #12) uses code 1 (i.e., vacant). The date of expiration cannot be before the date of issuance.

Field 20: Reserved

| | |
|-----------------------|---|
| Submission date: | <u>Second Friday in December</u> and June 30 |
| Field specifications: | Five-character |
| Record position/type: | 667-671, numeric |
| Warehouse name: | |
| SIF Tag: | <> |
| Code/format: | <u>Pad with blanks.</u> |
| Definition: | <u>This is reserved for future use.</u> |
| Programming Edit: | <u>This field must be reported with blanks or a fatal error will be reported.</u> |

****See note on page 2 of this manual -- Information Regarding the Fall 2003 REP Submission.**

Field 21: Reserved

| | |
|-----------------------|---|
| Submission date: | <u>Second Friday in December</u> and June 30 |
| Field specifications: | Five-character |
| Record position/type: | 672-676, numeric |
| Warehouse name: | |
| SIF Tag: | <> |
| Code/format: | <u>Pad with blanks.</u> |
| Definition: | <u>This is reserved for future use.</u> |
| Programming Edit: | <u>This field must be reported with blanks or a fatal error will be reported.</u> |

****See note on page 2 of this manual -- Information Regarding the Fall 2003 REP Submission.**

Field 22: Reserved

| | |
|-----------------------|---|
| Submission date: | <u>Second Friday in December</u> and June 30 |
| Field specifications: | Six-character |
| Record position/type: | 677-682, numeric |
| Warehouse name: | |
| SIF Tag: | <> |
| Code/format: | <u>Pad with blanks.</u> |
| Definition: | <u>This is reserved for future use.</u> |
| Programming Edit: | <u>This field must be reported with blanks or a fatal error will be reported.</u> |

****See note on page 2 of this manual -- Information Regarding the Fall 2003 REP Submission.**

Field 23: Reserved

| | |
|-----------------------|---|
| Submission date: | <u>Second Friday in December</u> and June 30 |
| Field specifications: | Six-character |
| Record position/type: | 683-688, numeric |
| Warehouse name: | |
| SIF Tag: | <> |
| Code/format: | <u>Pad with blanks.</u> |
| Definition: | <u>This is reserved for future use.</u> |
| Programming Edit: | <u>This field must be reported with blanks or a fatal error will be reported.</u> |

****See note on page 2 of this manual -- Information Regarding the Fall 2003 REP Submission.**

Read this field carefully. The submission codes have changed. Refer to the Appendix for a list of the former codes.

Field 24: Hours of Professional Development

| | |
|------------------------------|--|
| Submission date: | June 30 |
| Field specifications: | Three-character, repeated nine times |
| Record position/type: | 689-715, character |
| Warehouse name: | HoursofProfessionalDevelopment |
| SIF Tag: | ◇ |
| Code/format: | This is a 27-position field. (NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN) |

Definition: Indicate the number of hours by type(s) of the professional development in which this employee participated over the school year (July 1 to June 30). For vacant positions created since the previous school year and not yet filled, leave this field blank. For teachers, this field is used to determine to what extent the employee has engaged in district-supported professional development including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL.) For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the Michigan Compiled Laws (MCL.) Professional development information as it relates to high quality teachers and principals is needed in part to document Michigan's progress toward high standards as defined by No Child Left Behind. This field applies to assignment codes with numbers between 00000 and 79999. Use the chart on the following page for the activity codes below.

Consider professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, distance learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development.

For information on:

Section 1526, contact Bonnie Rockafellow at 517-373-7861 (RockafellowB@michigan.gov).

Section 1527, contact Cheryl L. Poole at 517-241-4546 (PooleCL@michigan.gov).

Further professional development information can be found at www.michigan.gov/mde, under the Office of Professional Preparation Services.

1. The number of hours of sustained professional development that directly links the professional's learning needs to the needs of the students he/she teaches and the *School Improvement Plan*.(NNN)
2. *Mentoring*. The number of hours of professional development supporting the induction and mentoring of the novice teacher. (NNN)
3. *Workshops or conferences*. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. (NNN)

4. *Coursework*. The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education. (NNN)
5. Professional development specifically for the purpose of attaining *Highly Qualified Status*. (NNN)
6. Reserved for future use (NNN). Sixth Position. Pad with zeros.
7. Reserved for future use (NNN). Seventh Position. Pad with zeros.
8. Reserved for future use (NNN). Eighth Position. Pad with zeros.
9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

Example: If a staff member spent 10 hours on the School Improvement Team, 15 hours as a Mentor Teacher, and six hours at an LEA workshop, you would report 010015006000000.

If the number of professional development hours is .5 or below, round down to the nearest whole number of hours. If the number of hours is .5 or above, round up to the nearest whole number of hours. To use the example above, if a staff member spent 10.5 hours on the School Improvement Team, 15.55 hours as a Mentor Teacher, and 6.6 hours at an LEA workshop, you would report 010016007000000.

Programming Edits: This field must have a value for assignment codes 00000 through 79999 or a fatal error will be reported. If no professional development was completed or required, enter zeros. For any professional development category (five categories) that is not reported with specific hours, report zeros. Reserved categories 6, 7, 8, and 9 must be reported with zeros or a fatal error will be reported.

**Guidelines for the Professional Development that Qualifies for Michigan Legislative Requirements
(March, 2003)**

| |
|--|
| Does your planned professional development serve the purpose of increasing student learning? |
| Does your planned professional development align with your school improvement plan? |
| Is your professional development planned, ongoing, and intensive? |
| Does the district in some way, such as time or cost, support this activity? |

| Examples of Activities | Does it Qualify as Professional Development Under Section 1526? (PD Days for New Teachers) | Does it Qualify as Professional Development Under Section 1527? (PD Days for All) | Codes In Field 24 |
|--|--|--|--|
| Staff Meetings | No | No (Unless the meeting is planned around topics of student learning, instructional strategies, or curricular content) | If planned around a topic as shown: 1 |
| Curriculum Development Meetings. School Improvement Committees | Yes (If you can respond affirmatively to the questions shown above) | Yes (If you can respond affirmatively to the questions shown above) | 1 |
| Study Groups, Action Learning, Lesson Study, Study of Student Work | Yes (If you can respond affirmatively to the questions shown above) | Yes (If you can respond affirmatively to the questions shown above) | 1 |
| Parent-Teacher Conferences | No | No | Does not qualify |
| Athletic Coaching Clinics | No | No | Does not qualify |
| Teacher Planning Time Other than Team Planning Time | No | No | Does not qualify |
| Records Day | No | No | Does not qualify |
| Conferences/Workshops On-site | Yes (If it is relevant to the new teachers' classroom needs) (unless it is already being counted under 1527) | Yes (If you can respond affirmatively to the questions shown above) | 3 |
| Conferences/Workshops at Off-site Location | Yes (If it is relevant to the new teachers' classroom needs) (unless it is already being counted under 1527) | Yes (If you can respond affirmatively to the questions shown above) | 3 |
| Sessions Dedicated to Qualifying for NCA Accreditation | Yes (If it is addressed in a PDP) | Yes (If you can respond affirmatively to the questions shown above) | 1 |

| Examples of Activities | Does it Qualify as Professional Development Under Section 1526? (PD Days for New Teachers) | Does it Qualify as Professional Development Under Section 1527? (PD Days for All) | Codes In Field 24 |
|---|--|--|-------------------|
| University or College Class | Yes (If the district pays for it or provides release time and it is relevant to the classroom needs of the new teacher) | Yes (If the district pays for it and you can respond affirmatively to the questions shown above) | 4 |
| Mentoring of the New Teacher | Yes (In the case of the new teacher being inducted or mentored) | Yes (In the case of the veteran teacher providing formal mentoring) | 2 |
| Student Teacher Supervision or Cooperating Teacher to a Student Teacher | N/A (Teachers in their first three years in the teaching profession do not usually serve in this role.) | Yes (If the district pays for it, and you can respond affirmatively to the questions shown above) | 1 |

Office of Professional Preparation Services
Michigan Department of Education

For information about Section 1527 or Section 101(11), Professional Development, contact Cheryl L. Poole at 517-241-4546, or PooleCL@michigan.gov.

For information on Section 1526, Induction and Mentoring, contact Dr. Bonnie Rockafellow at 517-373-7861, or RockafellowB@michigan.gov.

Professional Development Examples of Field 24 Categories

Revised for 2003-2004

This is not intended to be an exclusive list of categories. These are meant to serve as examples.

1. The number of hours of sustained professional development which directly links the professional's learning needs to the needs of the students he/she teaches and the *School Improvement Plan*.

This category is distinguished because the activities are sustained and are aligned with the School Improvement Plan. The activities may be individual but may also include small groups of colleagues who gather for planned activities.

- Curriculum alignment for fourth grade content
- Assessment practices
- Best practices in reading instruction
- Content study groups
- Professional book reviews
- Action research
- Designing & implementing staff presentations
- Analysis of student work

- Student Teacher Supervision or Cooperating Teacher to a Student Teacher
2. *Mentoring.* The number of hours of professional development supporting the induction and mentoring of the novice teacher.
 - Mentor meetings
 - Mentor training
 - Collaborative learning with other mentors
 3. *Workshops or conferences.* The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc.
 - Summer academies
 - Preschool-year professional development
 - Blood-borne pathogen training
 - Curriculum training
 - NCA committee work
 - Technology training
 - MI-Climb training
 - Paraprofessional training
 - MLPP training
 - New teacher workshops
 - New developments in MEAP Assessment
 - Title I information sessions
 - National, state, or regional association conferences such as those provided by Michigan Education Association, National Art Education Association, Michigan Association of School Administrators, etc.
 4. *Coursework.* The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education.
 - This category may occur anywhere but to qualify, college/university credit must be given.
 5. Professional development specifically for the purpose of attaining *Highly Qualified Status*.
 - This could be any type of professional development acquired at any location; however, to fall into this category, the educator must be participating in this professional development in order to earn designation as *Highly Qualified*.

Note: Professional development is characterized by *new learning for professional growth*. Only a portion of most in-service days is actually dedicated to new learning. For example, a day of in-service might include breakfast, lunch, introduction of new teachers, welcome by the superintendent and curriculum development. Only those hours dedicated to new learning (curriculum development) should be counted as professional development.

If the number of professional development hours is .5 or below, round down to the nearest whole number of hours. If the number of hours is .5 or above, round up to the nearest whole number of hours.

For information:

Section 1527 or Section 101(11), contact Cheryl L. Poole at 517-241-4546 (PooleCL@Michigan.gov).

Section 1526, contact Bonnie Rockafellow at 517-373-7861 (RockafellowB@Michigan.gov).

Further Professional development can be found at:

www.michigan.gov/mde/0,1607,7-140-5234_5703---,00.html

Field 25: Employment Status

| | |
|------------------------------|---|
| Submission date: | Second Friday in December and June 30 |
| Field specifications: | Two-character, leading zero |
| Record position/type: | 716-717, character |
| Warehouse name: | TerminationStatusCode |
| SIF Tag: | <> |
| Code/format: | This is a two-position field (NN) with a default code 99. |

Definition: Use the correct code to identify the status of this employee.

- 00 Vacant position
- Separation*
- 01 Left education and not pursuing further employment
- 02 Left education for other career in different field
- 03 Left district and moved out of state
- 04 Left education because of transfer of spouse
- 05 Left for other employment in field
- 06 Left for family medical leave
- ~~07 Took indefinite leave of absence~~
- 08 Left to further education at college or university
- 09 Left for disability leave, but is expected to return
- 10 Left special education and went to general education in different district
- 11 Left district and went to special education in another district
- 12 Laid off by district
- 13 Discharged
- 14 Deceased
- 15 Illness/disability and not expected to return
- 16 Retired (position will **not** be filled)
- 17 Contract expired
- 18 Other
- 19 Retired (position will be filled)
- New or continuing*
- 98 New Teacher
- 99 Returning employee, new (non-instructional) employee, substitute or contractor

Default code: 99

- 00 The position is vacant as reported in field #12.
- 01 The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.
- 02 The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with community mental health.
- 03 The individual moved out of state for employment.
- 04 The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.

- 05 The employee left to pursue or begin another occupation (e.g., military leave). (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual).
- 06 The employee has left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- ~~07 The employee is on indefinite leave of absence for an undetermined amount of time. The employee has a contractual right to come back to the district. (Code 10 in the Michigan Public School Employees Retirement System Reporting Instructions Manual.)~~
- 08 The employee terminated employment in order to return to (graduate) school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 09 The employee has left on disability leave but is expected to return to work sometime in the future. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 10 The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
- 11 The employee moved from a special education position within the district and took a special education position outside the district. For example, a special education teacher consultant moves to another district to become the supervisor of a TMI center program.
- 12 The district laid off the employee. ~~The district plans to fill the present position with another person, either a transfer or a new hire, or intended for nonrenewals.~~ (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 13 The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 14 The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 15 The employee left because of sickness or an incapacitating condition and is not expected to return.
- 16 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual) The district does **not** plan to fill the position.
- 17 The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 18 The employee does not match any of the above explanations or has left the district giving no reason.
- 19 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
- 98 The employee is a new teacher (very first three years of classroom experience in the profession) and is required to complete profession development requirements under Section 1526.
- 99 The employee is in the same program or grade this school year that s/he was in last school year, even if his/her location changed. Use this code for all returning, new (non-instructional) employee, substitute or contractor. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

This field applies to assignment codes with numbers between 00000 and 99999.

Programming edits: This field must have a value. If an invalid code is reported or this field is left blank, a fatal error will be reported. If codes 1-19 are used, Field #26 must have a date. If 00 is reported in this field, Field #12 must have a value of 1 or a fatal error will be reported.

Field 26: Date of Termination/Separation of Employment

Submission date: Second Friday in December and June 30

Field specifications: 10-character, date with slashes

Record position/type: 718-727, date

Warehouse name: DateOfEmploymentTermination

SIF Tag: <ExitDate>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

| | |
|-------------|--------------|
| 01 January | 07 July |
| 02 February | 08 August |
| 03 March | 09 September |
| 04 April | 10 October |
| 05 May | 11 November |
| 06 June | 12 December |

Definition: This is the date of termination of the staff person. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to assignment codes with numbers between 00000 and 99999.

Terminations should be reported during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.

Programming edits: If date reported is not a valid date, a fatal error will be reported. If a date is reported, then a code in the "Employment Status" (Field #25) must be between codes 01-19. Field #10 must be reported when a date is reported in this field or a fatal error will be reported. The termination date must be on or prior to the submission date of December 12, 2003. The termination date cannot be prior to the hire date.

Note: All records submitted with a termination date during the current submission cycle will be expired prior to the next submission cycle.

Field 27: Personnel Identification Code (PIC)

| | |
|------------------------------|--|
| Submission date: | Second Friday in December and June 30 |
| Field specifications: | 10-character, integer |
| Record position/type: | 728-737 |
| Warehouse name/type: | PersonnelPIC |
| SIF Tag: | <> |
| Code/format: | State-issued Personnel Identification Code (PIC) |

Definition: This field contains the PIC produced by the Michigan Education Information System (MEIS). Although not required, it is recommended that this field be submitted to ensure the validity of the record.

Programming edits: Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid or a fatal error will be reported. If the PIC is reported, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error will be reported.

Field 28: Annual Salary

Submission date: Second Friday in December and June 30

Field specifications: Six-character

Record position/type: 738-743, numeric

Warehouse name: AnnualSalary

SIF Tag: <>

Code/format: This is a six-position field (NNNNNN)

Definition: Indicate the annual salary for the employee of the district. The annual salary is the sum of the base salary (according to Schedule A or a basic contract) including longevity payments (if applicable). For teachers, this would include all instructional days, mandatory workdays, and mandatory, paid professional-development days. For administrators, this would include all mandatory contractual days (according to Schedule A or a basic contract including longevity); this would also include paid vacation days and paid holidays.

~~If the annual salary is reported, you must report all zeros under hourly wage in Field #10.~~

~~Beginning with the Fall 2003 Submission of the REP, the districts may submit both the hourly and annual salaries. There must be a value in both the hourly wage in Field #10 and the annual salary in Field #28.~~

This field applies to assignment codes with numbers between 00000 through 99999 and must have a value.

~~**Programming edits:** Beginning with the Fall 2003 Submission of the REP, the districts may submit both the hourly and annual salaries. Both fields must have a value. If the annual salary is reported in this field, the hourly wage in Field #10 must be reported with either the hourly wage or zeros, or a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field #12 uses code 1 for a vacant position, report zeros in both the hourly wage in Field #10 and Field #28 (Annual Salary) or a fatal error will be reported.~~

~~This field must have a value. **If the annual salary is reported in this field, the hourly wage in Field #10 must have zeros.** If the annual salary is zero in this field, Field #10 must have a value. If there are salaries reported in both Field #10 and Field #28, a fatal error will be reported. If no value is entered, a fatal error will be reported. The value cannot exceed \$300,000. When Field #12 uses code 1 for a vacant position, report zeros.~~

~~If Field #12 (Funded Position Status) has a value of 1 (vacant, funded, open position, no one assigned), the annual salary in Field 18 and the hourly wage in Field 10 must be zeros or a fatal error will be reported.~~

NEW FIELD FOR SUBMISSION
Field 29: Michigan Sponsoring Institution

Submission date: Available in Warehouse

Field specifications: Six-character

Record position/type: 744-749

Warehouse name: MichiganInstitutionCode

Code/format: This is a six-position field (NNNNNN).

Definition: This field or Field #29 must be submitted for assignment codes between 00000 and 79999. This is the name of the approved teacher preparation institution.

| | | | |
|--------|-----------------------------------|--------|------------------------------------|
| 002234 | Adrian College | 002307 | Oakland University |
| 002235 | Albion College | 002308 | Olivet College |
| 002236 | Alma College | 002314 | Saginaw Valley State University |
| 002238 | Andrews University | 002316 | Siena Heights University |
| 002239 | Aquinas College | 002318 | Spring Arbor College |
| 002241 | Calvin College | 002323 | University of Detroit Mercy |
| 002243 | Central Michigan University | 002325 | University of Michigan - Ann Arbor |
| 002247 | Concordia College | 002326 | University of Michigan - Dearborn |
| 002264 | Cornerstone College | 002327 | University of Michigan - Flint |
| 002259 | Eastern Michigan University | 002329 | Wayne State University |
| 002260 | Ferris State University | 002330 | Western Michigan University |
| 002268 | Grand Valley State University | 771000 | Foreign Institute |
| 002272 | Hillsdale College | | |
| 002273 | Hope College | | |
| 002275 | Kalamazoo College | | |
| 002282 | Madonna University | | |
| 002284 | Marygrove College | | |
| 002290 | Michigan State University | | |
| 002293 | Lake Superior State University | | |
| 002292 | Michigan Technological University | | |
| 002301 | Northern Michigan University | | |

Programming Edit: Either Field 29 or Field 30 must be reported for assignment codes between 00000 and 79999. If this field and Non-Michigan Sponsoring Institutions are left blank, a fatal error will be reported. If the institution code reported is invalid or left blank a fatal error will be reported. If a value is submitted for Field 29, Field 30 must contain spaces or a fatal error will be reported.

NEW FIELD FOR SUBMISSION

Field 30: Non-Michigan Sponsoring Institution

Submission date: Available in Warehouse

Field specifications: Two-character

Record position/type: 750-751

Warehouse name: NonMichiganInstitutionCode

Code/format: This is a two-position field (NN).

Definition: This field or Field #29 must be submitted for assignment codes between 00000 and 79999. This is the state code number in which the approved teacher preparation institution is located.

| | | | |
|----|----------------------|----|----------------------------------|
| 01 | Alabama | 33 | New York |
| 02 | Alaska | 34 | North Carolina |
| 03 | Arizona | 35 | North Dakota |
| 04 | Arkansas | 36 | Ohio |
| 05 | California | 37 | Oklahoma |
| 06 | Colorado | 38 | Oregon |
| 07 | Connecticut | 39 | Pennsylvania |
| 08 | Delaware | 40 | Rhode Island |
| 09 | District of Columbia | 41 | South Carolina |
| 10 | Florida | 42 | South Dakota |
| 11 | Georgia | 43 | Tennessee |
| 12 | Hawaii | 44 | Texas |
| 13 | Idaho | 45 | Utah |
| 14 | Illinois | 46 | Vermont |
| 15 | Indiana | 47 | Virginia |
| 16 | Iowa | 48 | Washington |
| 17 | Kansas | 49 | West Virginia |
| 18 | Kentucky | 50 | Wisconsin |
| 19 | Louisiana | 51 | Wyoming |
| 20 | Maine | | |
| 21 | Maryland | | <i>United States Territories</i> |
| 22 | Massachusetts | 60 | American Samoa |
| 24 | Minnesota | 61 | Federated States of Micronesia |
| 25 | Mississippi | 62 | Guam |
| 26 | Missouri | 63 | Marshall Islands |
| 27 | Montana | 64 | Northern Mariana Islands |
| 28 | Nebraska | 65 | Palau |
| 29 | Nevada | 66 | Puerto Rico |
| 30 | New Hampshire | 67 | Virgin Islands |
| 31 | New Jersey | 99 | Foreign Institutions |
| 32 | New Mexico | | |

Programming Edit: Either Field 29 or Field 30 must be reported for assignment codes between 00000 and 79999. If this field and Michigan Sponsoring Institutions are left blank, a fatal error will be reported. If the institution code reported is invalid or left blank a fatal error will be reported. If a value is submitted for Field 30, Field 29 must contain spaces or a fatal error will be reported.

Appendix For Reference Only

2002-2003 CTE Codes

Do not use for the 2003-2004 submission. This page serves only as a reference to the old codes.

Assignments to Career/Tech Education (NNNNN)

Agriculture (VA):

- 00500 Agricultural Mechanics (01.0201)
- 00501 Agricultural Products and Processing (01.0401)
- 00502 Agriscience and Natural Resources Education (02.9999)

Marketing Education (VD):

- 00510 Marketing Education (08.0708)

Home Economics (VH):

- 00520 Life Management Education (19.0101)
- 00521 Child and Adult Care Services (20.0299)
- 00522 Clothing and Textiles Production & Services (20.0301)
- 00523 Hospitality and Food Service (20.0499)

Trade and Industrial Education (VT):

- 00530 Radio and Television (09.0701)
- 00531 Cosmetology (12.0403)
- 00532 Plastics (15.0607)
- 00533 Industrial Production Technologies/Technicians, Other (15.0699)
- 00534 Commercial Painting/Interior Treatment Services (20.0501)
- 00536 Building and Home Maintenance & Services (20.0601)
- 00537 Law Enforcement (43.0107)
- 00538 Public Safety/Protective Services (43.9999)
- 00539 Electric and Power Transmission Installer (46.0301)
- 00540 Construction Trades (46.9900)
- 00541 Construction/Building Maintenance (46.9999)
- 00542 Electrical and Electronics Repair (47.0101)
- 00543 Major Appliance Repair (47.0106)
- 00544 Electro-Mechanical Technology (47.0199)
- 00545 Heating, Air Conditioning, and Refrigeration (47.0201)
- 00546 Industrial Equipment Maintenance & Repair (47.0399)
- 00547 Hydraulics & Pneumatics (47.0401)
- 00548 Watch Repair (47.0408)
- 00549 Collision Repair Technician (47.0603)
- 00550 Automobile Technician (47.0604)
- 00551 Medium/Heavy Truck Technician (47.0605)
- 00552 Small Engine Repair (47.0606)
- 00553 Aircraft Mechanics (47.0608)
- 00554 Auto Body Repair (47.0683)
- 00556 Auto Mechanics (47.0684)
- 00557 Diesel Engine Mechanics (47.0685)
- 00558 Mechanics Cluster (47.0699)
- 00559 Transportation Services and Technology (47.9999)
- 00560 Drafting (48.0101)
- 00561 Drafting and Design Technology (48.0199)
- 00562 Graphic and Printing Communications (48.0201)
- 00563 Visual Imaging Technology (48.0299)
- 00564 Machine Tool Operation/Machine Shop (48.0503)
- 00565 Sheet Metal (48.0506)
- 00566 Welding, Brazing, and Soldering (48.0508)

00567 Woodworking and Furniture Making (48.0701)
00568 Manufacturing Technology (48.9999)
00569 Air Transportation (49.0101)
00570 Marine Mechanics (49.0306)
00571 Dramatic/Theater Arts & Stagecraft, Other (50.0599)

Health (VT):

00580 Allied Health Technology (51.9999)

Business Ed (VB)

00590 Business Services and Technology (BST) (52.9999)

FOR REFERENCE ONLY

The following was used for the June 2003 REP submission. Do not use codes 6-9 for the June 2004 REP submission.

Field 24: Hours of Professional Development

Submission date: June 30

Field specifications: 3 character, repeated 9 times

Record position/type: 689-715, character

Warehouse name: HoursOfProfessionalDevelopment

SIF Tag: <>

Code/format: This is a 27 position field.

Definition: Indicate the source(s) of the professional development in which this employee participated over the school year (July 1 to June 30). This field is used to determine if the employee has engaged in professional development as specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL.) This field is also used to determine if the administrator has engaged in professional development as specified within Section ~~380.1246~~ ~~380.1201~~ of the Michigan Compiled Laws (MCL.) This field applies to assignment codes with numbers between 00000 and 79999. Use the chart on the following page for the activity codes below.

For information on:

Section 1527, contact Cheryl L. Poole at 517-241-4546 (PooleCL@Michigan.gov)

Section 1526, contact Bonnie Rockafellow at 517-373-7861 (RockafellowB@Michigan.gov)

Section 101(11), contact Elaine Madigan at 517-335-0521 (MadiganE@Michigan.gov) Further

Professional development can be found at: <www.michigan.gov/mde/0,1607,7-140-5234_5703---,00.html>

- 1 Participation in professional development as specified in the *Individual Professional Development Plan* (NNN). (e.g., curriculum development, study of student work, analysis of assessment practice.)
- 2 Participation in school or district formal study group related to *School Improvement Plan*. Information study and analysis in small groups of professional colleagues (NNN).
- 3 *Mentoring*. Professional development directed to the novice teacher or the mentor teacher (NNN).
- 4 *LEA Workshop* sponsored by local school district. Professional growth experience provided by the employee's district (NNN).
- 5 *ISD Workshop* sponsored by intermediate school district. Professional growth experience made available by an ISD (NNN).
- 6 *IHE Workshop* sponsored by an institution of higher education. Professional engagement made available by a college or university (NNN).

- 7 *Coursework* at college or university. Continuing education courses taken for credit at an institution of higher education (NNN).
- 8 *Other Workshops* Professional growth experience made available by a Math/Science Center or the North Central Accreditation Association (NNN).
- 9 *Participation* in national, state, or regional association conference. Information made available through traditional conference format (NNN).

Example: If a staff member spent 10 hours on the School Improvement Team, 15 hours as a Mentor Teacher, and 6 hours at an LEA workshop, you would report 0000100150060000000000000000.

Programming edits: This field must have a value. If no professional development was completed or required, enter zeros. For any professional development category (9 categories) that is not reported with specific hours, report zeros.